Faculty Guide to Continuity of Learning in the Event of Campus Closure

I. TAMU-Corpus Christi’s Blackboard Learning Management System allows you to continue to teach your course or courses in the event of a campus evacuation. Below are some suggestions and resources to help you do that:

1. Include the following statement or one of your own design in your syllabus-

   In the event of a campus evacuation I will make every effort to continue teaching your course. Should such an event occur, I will continue to interact with you by using the Blackboard Announcement, Bb Messages, Email, Collaboration, Discussions, Blogs, Journals, and/or Wikis tools. If you have access to the Internet, you will be able to continue your coursework by posting assignments and interacting with me as well as each other online. You will also be able to take your tests online using the Assessments tool and see your grades on assignments, quizzes, and tests using the My Grades tool.

2. Early in the semester let your students know that you intend to support their continued studies in the event of a campus evacuation.

3. If there is a campus evacuation, write your students an email message in Bb or through SAIL if you do not already use Bb in your course. Reassure them that they can continue learning in their course by going to http://tamucc.edu > Island Online > Log In. Once they are logged onto Blackboard, they can locate their course in the right hand column.

II. Teaching your course and reaching out to students using Blackboard-

1. Locate the Bb version of your course by going to http://bb9.tamucc.edu and logging in using your Active Directory (your User ID and Password that you use to log onto a campus computer)

2. In the right hand column, locate your course in the list of courses that you teach.
3. When you click on that course, you will see the following screen:

![Course Management Screen]

4. You will need to create content items to begin teaching your online course.

5. To create content items, help is available at the **iTeach Online** resource course. To view the available training materials, log into your course shell – Click the **My Island Online** tab at the top of your Blackboard portal, then click the **iTeach Online** link under My Courses.

![My Island Online Tab]

Here you will find directions on how to implement the following essential tools for your course:

- **Adding an online Syllabus** – **iTeach Online** > Syllabus Help > Adding a Syllabus Tutorial
- **Adding announcements** - iTeach Online > Certification Workshops > Engaging Learners: Interaction > Bb_Training_Handouts_Announcements
- **Sending messages and email through Blackboard** - iTeach Online > Certification Workshops > Engaging Learners: Interaction > Bb_Training_Handouts_Messages_Email
• Adding content to your course - iTeach Online > Certification Workshops > Blackboard 9.1 build and edit content
• Creating and managing discussions - iTeach Online > Certification Workshops > Engaging Learners: Interaction > Bb_Training_Handouts_Discussions
• Using collaboration tools (Chats, Wikis, Blogs, Journals) - iTeach Online > Certification Workshops > Engaging Learners: Interaction > (select appropriate handouts)
• Creating assignments - iTeach Online > Certificate Workshops > Assessing the Online Learner, Using Authentic Assignments > (select appropriate link); or iTeach Online > Certificate Workshops > Bb 9.1 Assessments and Assignments > (select appropriate link)
• Creating assessments - iTeach Online > Certificate Workshops > Assessing the Online Learner, Using Authentic Assignments > (select appropriate link); or iTeach Online > Certificate Workshops > Bb 9.1 Assessments and Assignments > (select appropriate link)
• Enter assignments/assessments and grades into the gradebook - iTeach Online > Certificate Workshops > Bb 9.1 Grade Center > Grade Center Handout

III. Helpful resources

1. As previously explained, you will see “iTeach_Online” in your Bb course list under “Courses in which you are enrolled.” That course has materials that will help you use Bb to support your students’ continued learning.
   a. Click on the course, iTeach_Online
   b. Follow the menu on the left to access helpful resources under “Bb Learn 9.1 Instructor Guide,” “Tutorials,” and “Certificate Workshops,” etc.
   c. Staff in the Office of Distance Education and Learning Technologies will be available in iTeach_Online through the Bb Messages tool. They will make every effort to support you as you continue to teach your students.
   d. Phone numbers of people who will be available to help you will be posted in your Bb Messages.
2. Other Blackboard tutorials and resources available to help you get your course prepared:
   a. Distance Education website:
      i. You can get to resources while still logged into Blackboard - Click Help on the top of the Blackboard page, then Distance Education on the left, then Faculty Resources on the left, or
      ii. You can go directly to the website from the TAMU-CC website > Island Online (https://distance-education.tamucc.edu/faculty_resources.html)
b. **Blackboard general help:** While logged into your course shell - Click the **Blackboard Help** link found in the bottom left Control Panel menu.

c. **Blackboard Tutorials on Demand:** While logged into your course shell - Click the **Video Tutorials** link found in the bottom left Control Panel menu.